

EXHIBIT ONE - PUBLICATION CHECKLIST

This exhibit will be evaluated to determine if all required informational disclosures are made to students and prospective students. Carefully review the description of the information, and clearly **label** your catalog, student handbook, brochures, pamphlets, handouts, or other printed materials **where** the disclosure of each category of information can be found. As you complete this checklist, please include a brief description (including the page number, if applicable) that will **assist** us in **locating** each item when we review your materials.



Name and Address of School: The name and address of the school disclosed in your publications should be the official name and address reported in this application.

Document Name/Type: _____ **Page #** _____



Statement of the School's and each Program's Objectives.

Document Name/Type: _____ **Page #** _____



Program Information: The program information disclosed in your publications should be consistent with the information reported on your program inventory.



Specific titles and descriptions of content including course descriptions.

Document Name/Type: _____ **Page #** _____



Explanation of evaluation and completion requirements.

Document Name/Type: _____ **Page #** _____



Specific grade, credit hour, contact hour and/or other performance achievements required for satisfactory completion.

Document Name/Type: _____ **Page #** _____



Definitions of measures of progress.

Document Name/Type: _____ **Page #** _____



Specific methods by which program requirements may be met other than instruction offered by the school.

Document Name/Type: _____ **Page #** _____



Definitions and application of grading methods.

Document Name/Type: _____ **Page #** _____



Policies and procedures for monitoring academic progress, including achievement requirements and pertinent timeframe.

Document Name/Type: _____ **Page #** _____



Expectation of consequences for failure to maintain satisfactory academic progress, including probation, suspension, or termination.

Document Name/Type: _____ **Page #** _____



Exact designation of the certificate or degree bestowed upon satisfactory completion of each program.

Document Name/Type: _____ **Page #** _____

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Length of each program and course stated in definable units such as hours, days, weeks, months, and/or terms.

Document Name/Type: _____ **Page #** _____



Explanation of the instructional method to be employed (classroom, laboratory, independent study, supervised research, supervised internship or externship, etc.) for various stages of the instruction.

Document Name/Type: _____ **Page #** _____



If applicable, explanation of instructional methods, achievement evaluation, technical requirements, and other policies unique to the delivery of instruction via distance media.

Document Name/Type: _____ **Page #** _____



Schedule of classes, including dates and times of meetings.

Document Name/Type: _____ **Page #** _____



Cost Information: The cost information disclosed in your publications must be consistent with the information reported on your program inventory.



Tuition for each program

Document Name/Type: _____ **Page #** _____



Programmatic and institutional fees

Document Name/Type: _____ **Page #** _____



A reasonable estimate of required charges for:



Books **Document Name/Type:** _____ **Page #** _____



Equipment **Document Name/Type:** _____ **Page #** _____



Materials **Document Name/Type:** _____ **Page #** _____



Tools **Document Name/Type:** _____ **Page #** _____



Services **Document Name/Type:** _____ **Page #** _____



Non-incidental educational supplies or charges

Document Name/Type: _____ **Page #** _____



Cancellation Policy: If a statement of the cancellation policy is disclosed in your catalog or other publications, it must be consistent with the statement of the policy on the enrollment agreement. If the cancellation policy is not disclosed in your catalog or other publications, place N/A under *Document Name/Type*.

Document Name/Type: _____ **Page #** _____



Refund Policy: If a statement of the refund policy is disclosed in your catalog or other publications, it must be consistent with the statement of the policy on the enrollment agreement. If the refund policy is not disclosed in your catalog or other publications, place N/A beside *Document Name/Type*.

Document Name/Type: _____ **Page #** _____

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Student Service Information: The student service information disclosed in your publications must be consistent with the information reported on other application items.



Admission requirements and procedures for applying for admission.

Document Name/Type: _____ *Page #* _____



Conduct policy that includes the expectations of reprimand, punishment, or termination for violation.

Document Name/Type: _____ *Page #* _____



Dress policy that includes the expectations of reprimand, punishment or termination for violation.

Document Name/Type: _____ *Page #* _____



Attendance policy that includes the expectations of reprimand, punishment or termination for violation.

Document Name/Type: _____ *Page #* _____



Grievance policy that specifies what steps that students must follow to file a formal grievance with the school.

Document Name/Type: _____ *Page #* _____



Withdrawal policy that specifies what steps students must take to formally withdraw from the school.

Document Name/Type: _____ *Page #* _____



Transcript issuance policy and any other school policy formally stated in school publications.

Document Name/Type: _____ *Page #* _____



Description of the physical facility.

Document Name/Type: _____ *Page #* _____



Description of the qualifications of individual instructional faculty.

Document Name/Type: _____ *Page #* _____



Description of the equipment used as instructional resources.

Document Name/Type: _____ *Page #* _____



Description of the school library and its holdings, if applicable.

Document Name/Type: _____ *Page #* _____



Statement of any institutional or program accreditation or approval claimed.

Document Name/Type: _____ *Page #* _____



Placement Assistance Information: A description of job placement assistance, counseling or other related services available to students. If your school doesn't offer placement assistance to students and graduates, place N/A beside *Document Name/Type*.

Document Name/Type: _____ *Page #* _____